

Calais Roads Advisory Committee Selectboard Charge – Revised 1-26-15

- Committee members will be appointed by the Calais Selectboard at a regularly warned meeting;
- The Committee will generally operate under Robert's Rules of Order (see website: <http://www.robertsrules.com/>) and comply with the Open Meeting Law;
- The Committee will appoint by a majority vote of the Committee quorum all officer positions including the positions of Chair, Vice Chair and Secretary;
- The Committee will establish a proposed schedule for regular meetings of at least 1 time per month, with the draft schedule to be approved by the Selectboard;
- Meetings will be held in a public place so that members of the Calais general public may attend;
- The Committee will allow for public input during a portion of the meeting as determined by the Committee;
- The Committee will develop and make available before each meeting a Committee agenda and will develop and distribute minutes of the Committee meetings;
- The Selectboard will participate in Committee meetings with at least one Selectboard member attending each meeting, when available;
- The Committee will undertake the following:
 - Evaluate road conditions and maintenance with respect to non-motorized traffic (e.g. bicycle, pedestrian, animal powered transport) and make recommendations to the Selectboard for needed modifications.
 - Evaluate all roads to determine if they are in conformance with the Calais Road & Bridge Standards as amended on April 14, 2014, and, if they are not in conformance, make recommendations to the Selectboard for what needs to be done so they are in accordance with the Standards.
 - Monitor and evaluate how road construction and maintenance are complying with the Calais Road & Bridge Standards and make recommendations to the Selectboard.
 - Periodically meet with the Highway Operations Manager to discuss the highway crew's implementation of the Calais Road & Bridge Standards and suggest modifications as necessary.
 - Continue development of a categorization system for Calais roads based upon criteria to include level of use speed of travel, road width, scenic/historic character, safety, impact to residents, environmental protection, sprawl, traffic calming, and ease and cost of maintenance.

- Periodically review the Road & Bridge Standards to determine if changes are necessary and, if so, make recommendations to the Selectboard.
- Periodically meet with the Highway Operations Manager to discuss and recommend priorities for the highway crew for discussion with and approval by the Selectboard.
- Prior to construction of road projects, meet with the Highway Operations Manager and the Road Commissioner to review construction design to ensure it will be executed in accordance with the Calais Road & Bridge Standards.
- Meet with the Selectboard monthly or as needed.
- Address other matters that may come to the attention of the Committee through public input or from the Selectboard.